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July 29, 2016

EXPRESSION OF INTEREST (EOI)
REF. UNDP-EOI-2016-002
PREQUALIFICATION FOR PROVISION OF UNARMED SECURITY SERVICES IN SOMALILAND

I. Background

The United Nations Development Programme in Somalia (UNDP) invites qualified professional security companies to submit an Expression of Interest (EOI) to provide unarmed security guard services 24 hours a day, 7 days a week at the United Nations Common Compound (UNCC) in Hargeisa, Somaliland which serves as the Area Office for UNDP and other UN agencies. The UNCC comprises five blocks and open spaces covering a total of 13,849 sqm enclosed in a perimeter wall. Security is also extended to the nearby UN dispensary in Hargeisa. At any one time, there are approximately 70 staff members in the compound.

The overall objective is to provide a visible deterrent to potential attackers and an unarmed response to repel any attack on the UNCC. The successful Applicant(s) will be responsible for enforcing UN rules and regulations governing the access to UN compounds and facilities under UNDPs control. The Applicant(s) should have knowledge of safety and security issues including experience in operation of firefighting equipment, assessment of potential threats and crime prevention, operation of communication equipment, access control, guarding compounds, patrol, handling incoming suspicious parcels and crowd management. In addition to the below requirements, the preferred service provider should also show potential for future expansion of services to other United Nations (UN) facilities across all locations in Somaliland where UNDP has management responsibility of UN premises.

This EOI will form the basis of a shortlist of potential service providers that will be considered prequalified and therefore invited to submit offers at a later stage.

II. Eligibility Criteria

Interested companies are encouraged to apply if they meet the eligibility criteria below and, are required to submit supporting documentation (where applicable) in line with the eligibility criteria outlined **below**. EOI from applicants failing to provide the complete information to fulfill the basic eligibility criteria will be considered non-responsive.

Eligibility Criteria	Submission Details/Documents Required
Legal Status	<p>Certificate of registration/incorporation i.e.,</p> <ul style="list-style-type: none">• Proof of registration (including Memorandum & Articles of Association) and valid permit to offer security services in the country where the company is incorporated.• Proof of registration to provide unarmed security guard services in Somaliland issued by the Government of Somaliland. <p>Applicants who are not already in possession of registration certificate in Somaliland at the EOI stage but meet all other eligibility criteria will be considered on condition that they provide proof of ongoing registration, but will be required to submit the registration document at the request for offer stage</p>

Organization profile and details	<p>Clear Organization profile and structure of the organization indicating:</p> <ul style="list-style-type: none"> • Organization's vision, mission and objectives • Management structure • List of directors • List of associate firms/subsidiaries holding 5% or more of the stocks and other interests, or its equivalent if Applicant(s) is not a corporation • Proof of membership to professional associations (if any). 																					
Proof of tax registration & Payment	Registration/Payment certificate(s) issued by the relevant tax authority in the country of incorporation showing that the Applicant(s) has met tax obligations, or where applicable, a Certificate of tax exemption if any such privilege is enjoyed by the Applicant (where applicable).																					
Financial Capacity	<ul style="list-style-type: none"> • Audited company financial statements (balance sheet and income statement) and auditors report for the last three financial years • Financial rating (if any). 																					
Technical capacity	<p>A team of experienced staff and managers with an understanding of security management in fragile and conflict states</p> <ul style="list-style-type: none"> • Number of professional staff • Number of support staff • CVs of key management staff that will be involved in the management of the proposed service must be submitted with the EOI. • Training methodologies; types of training, duration and frequency • Emergency response • Turnaround period required to provide additional guards on request • Proof of insurance against losses arising from negligence of contractor's staff (if yes, indicate the relevant insurance policy) 																					
Experience in providing similar services - highlighting regional experience in East Africa and the Horn (please use provided format)	<table border="1"> <thead> <tr> <th>Name of project</th><th>Client</th><th>Contract value (USD)</th><th>Period of activity</th><th>Types of activities undertaken</th><th>Status or Date completed</th><th>References contact details (name, phone email)</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Name of project	Client	Contract value (USD)	Period of activity	Types of activities undertaken	Status or Date completed	References contact details (name, phone email)														
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References of Corporate Clients	Minimum of three (3) credible references from recognized institutions for similar services for the past 3 years																					
Quality Assurance Certification	(E.g. ISO 9001, etc) and/or other similar certificates, accreditations, awards and citations received by the Applicant(s) (if Any)																					
Declaration of Litigation	<p>Litigation history on past and current over the last five (5) years, as summarised below</p> <table border="1"> <thead> <tr> <th>Other party(ies) involved</th><th>Brief description/nature of dispute</th><th>Status</th><th>Amounts involved (USD)</th><th>Final resolution if already concluded</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Other party(ies) involved	Brief description/nature of dispute	Status	Amounts involved (USD)	Final resolution if already concluded																
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Screening against UN Sanctions Lists	<p>The proposed company will be screened against the following list maintained by the UN Security Council Committee</p> <p>http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm</p>																					

Eligibility of Applicants that are wholly or partly owned by the Government shall be subject to UNDPs further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this EOI, and others that may lead to undue advantage against other Applicants, and the eventual rejection of the Application.

If the Applicant is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the EOI, they shall confirm in their EOI that they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and **this shall be duly evidenced by a duly notarized Agreement among the legal entities.** All individual entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP, therefore, eligibility documents relating to each entity must be submitted with the EOI.

III. SUBMISSION DETAILS

The EOI and accompanying documents must be received on or before **17:00H Kenya local time (GMT+3) on August 19, 2016** indicating the advertisement responded to in accordance with the instructions provided below. EOI received after the deadline indicated above for whatever reason will not be considered.

Mode of Submission: Electronic:

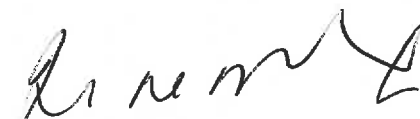
- Please e-mail your Expression of Interest to the **mandatory** official address for electronic submission: **bids.so@undp.org**. Please note this address is different from the email address provided for requests for clarification below.
- **Mandatory** subject of the email: **"Ref. UNDP SO – EOI-2016-002- Provision of Unarmed Security Services in Somaliland"**
- Format: **PDF files only**. Applicants should check the attachment format prior to submission. The UNDP will not be responsible if attachments are in other formats that cannot be opened without additional software
- Maximum file size per transmission is **5MB per transmission**, which must be free from any form of virus or corrupted contents. There is no restriction on the number of files sent but each transmission must be labelled, for example, 1 of 3, 2 of 3, 3 of 3, etc.
- Zipped files should not be used
- Signature: **The EOI cover letter must be signed and stamped**
- **EOIs submitted to personal UNDP email addresses will not be considered.**

Expression of Interest (EOI) from service providers failing to provide the required information will be disregarded. After this prequalification round, the next stages of the process will be conducted in accordance with the procedures set out in the UNDP Programme and Procurement Guidelines and UNDP Financial Rules and Regulations.

This EOI does not entail any commitment on the part of UNDP, either financial or otherwise. UNDP reserves the right to accept or reject any or all EOIs without incurring any obligation to inform the affected applicant(s) of the grounds.

Any requests for clarification should be addressed to debbie.wandera@undp.org, cc: benard.korir@undp.org

PLEASE DO NOT SUBMIT FINANCIAL OFFERS AT THIS STAGE



Jennifer Nielsen
Procurement Specialist
Somalia Country Office